



# PROJECT FOR PRIDE IN LIVING

## Free Computer and Job Readiness Workshops

1021 E Franklin Avenue  
Minneapolis, MN 55404  
P 612-455-5300 F 612-455-5101  
www.ppl-inc.org

### February 2020 • Workshop descriptions on back

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>3</p> <p><b>Job Readiness: Job Search</b> 10:00am—12:00pm</p> <p><b>*Excel Basics 1:</b> 1:00pm—3:00pm</p>	<p>4</p> <p><b>Job Readiness: Resume</b> 10:00am—12:00pm</p> <p><b>*Excel Basics 2:</b> 1:00pm—3:00pm</p>	<p>5</p> <p><b>Job Readiness: Interviewing</b> 10:00am—12:00pm</p> <p><b>*Excel Basics 3:</b> 1:00pm—3:00pm</p>	<p>6</p> <p><b>Pre-Employment Volunteering:</b> 10:00am—12:00pm</p> <p><b>*Excel Basics 4:</b> 1:00pm—3:00pm</p>	7
<p>10</p> <p><b>Computer Basics 1: Intro</b> 10:00am—12:00pm</p> <p><b>Word Basics 1:</b> 1:00pm—3:00pm</p>	<p>11</p> <p><b>Computer Basics 2: Keyboarding</b> 10:00am—12:00pm</p> <p><b>Word Basics 2:</b> 1:00pm—3:00pm</p>	<p>12</p> <p><b>Computer Basics 3: Internet</b> 10:00am—12:00pm</p> <p><b>Word Basics 3:</b> 1:00pm—3:00pm</p>	<p>13</p> <p><b>Computer Basics 4: Email</b> 10:00am—12:00pm</p> <p><b>Word Basics 4:</b> 1:00pm—3:00pm</p>	<p>14</p> <p><b>Computer Basics 5: Online Learning</b> 10:00am—12:00pm</p> <p><b>Computer Help</b> 1:00pm—3:00pm</p>
<p>17</p> <p><b>PowerPoint Basics 1:</b> 10:00am—12:00pm</p> <p><b>Computer Help</b> 1:00pm—3:00pm</p>	<p>18</p> <p><b>PowerPoint Basics 2:</b> 10:00am—12:00pm</p> <p><b>Job Readiness: Job Search</b> 1:00pm—3:00pm</p>	<p>19</p> <p><b>Google Drive::</b> 10:00am—12:00pm</p> <p><b>Job Readiness: Resume</b> 1:00pm—3:00pm</p>	<p>20</p> <p><b>Android Phone:</b> 10:00am—12:00pm</p> <p><b>Job Readiness: Interviewing</b> 1:00pm—3:00pm</p>	21
<p>24</p> <p><b>Customer Service 1:</b> 10:00am—12:00pm</p> <p><b>Computer Basics 1: Intro</b> 1:00pm—3:00pm</p>	<p>25</p> <p><b>Customer Service 2:</b> 10:00am—12:00pm</p> <p><b>Computer Basics 2: Keyboarding</b> 1:00pm—3:00pm</p>	<p>26</p> <p><b>Customer Service 3:</b> 10:00am—12:00pm</p> <p><b>Computer Basics 3: Internet</b> 1:00pm—3:00pm</p>	<p>27</p> <p><b>LinkedIn:</b> 10:00am—12:00pm</p> <p><b>Computer Basics 4: Email</b> 1:00pm—3:00pm</p>	<p>28</p> <p><b>Computer Basics 5: Online Learning</b> 1:00pm—3:00pm</p>

Workshops are held at the PPL Career Center:  
1021 E Franklin Avenue in Minneapolis. MTC Buses: #2, #9, and #14.

\*Must have strong computer skills to attend this workshop.  
Attend four workshops and earn a FREE gas or bus card! Ask us how!

## February 2020 • Workshop descriptions

**Android Phone:** Bring your Android phone and learn about settings, phone security, how to use the app store as well as helpful apps that are free!

**Computer Basics 1 Intro:** Learn basic terms and software functions and how to use the mouse and save documents. Skilled Trainers will give you plenty of hands-on practice opportunities.

**Computer Basics 2 Keyboarding:** Explore the keyboard and learn special key functions and shortcuts. Practice correcting typing mistakes and entering text into online forms. Access Mavis Beacon and online typing practice.

**Computer Basics 3 Internet:** Learn to navigate web pages and search for information. You'll learn everything from what the World Wide Web is and how to search for jobs, to using Google Maps to find directions by car or bus.

**Computer Basics 4 E-mail:** Learn how to organize your account, send professional email messages and attach documents such as your resume and cover letter to send to future employers.

**Computer Basics 5 Online Learning:** Review all that you've learned in Computer Basics 1 – 4, spending time asking questions and practicing as well as demonstrating your skills by taking the **Computer Certification!**

**Computer Certification:** Assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% and earn a certificate! Show your future employer you have the computer skills they're looking for! Assessments include: Windows, Word, PPT, WWW, Email, Excel and Info Literacy.

**Computer Help:** Receive individualized help with any of your computer skills questions. Practice typing using Mavis Beacon, access online activities to increase your computer skills or even take the **Computer Certification!**

**Customer Service Series:** Customer service skills are important for every job. Excellent customer service turns into positive word-of-mouth! In this three-part series, learn how to assess and meet customer needs, prepare for gaining customer commitment and the importance of common employability skills.

**Excel Basics Series:** In this four-part series, you'll learn the basics of how to set up a spreadsheet, use basic formulas, format cells, and sort and filter data. You'll learn quick tips and shortcuts and even some advanced operations. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Excel by taking the **Computer Certification!**

**Google Drive:** Learn how to easily create, share and edit documents online in this intermediate level workshop.

**Job Readiness Series:** Taught by an experienced Employment Specialist, in this three-part series you'll learn how to make the most of your job search, develop a strong resume and nail that job interview .

**LinkedIn -** Learn how to maintain your professional identity with this online networking tool.

**PowerPoint Basics 1 & 2:** Learn to create professional presentations for employment or education opportunities in this intermediate level workshop. Demonstrate your mastery of PPT by taking the **Computer Certification!**

**Pre-Employment Volunteering:** Volunteering is a fantastic opportunity for those who haven't worked before, have been out of work for a while, or are looking to venture into a new career field and make some professional connections. In this workshop we'll discuss how volunteering can help you achieve your career goals and support your professional success.

**Word Basics Series:** In this four-part series, you'll learn the basics of Microsoft Word, such as how to navigate the toolbar, use formatting tools, change the layout and save and print files. You'll learn quick tips and shortcuts such as the clipboard and spell check. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Word by taking the **Computer Certification!**

**Reserve your spot now!**  
**Call 612.455.5300 or**  
**stop by the PPL Career Center**  
**to sign up for workshops!**

**Please arrive at least 15 minutes**  
**before your first workshop to**  
**complete our one-time PPL**